

CaER ISO 9000 Implementation Team Meeting
4/29/04

Attendees:

Wendy Sullivan/CD02
Dana Blaine/CD10
Caroline Wang/CD30
Gabrall Yeldell/CD40
Judi Hollingsworth/CD50
Jennifer Simmons/CD60

Items Discussed:

ISO Refresher Training: This week, Caroline is going to design some training material that the org reps can use to do refresher training for their employees. Caroline would like for the org reps to provide creative input for the training material.

Status Review: By May 20, org reps need to provide a status to Caroline on whether or not they have reviewed their documents and have gotten their manager to sign them.

Paper Audit: The next paper audit will be held July 15 from 9 – 12 in 4200/329 (right before the internal audit in August).

Important Dates:

MQC:

May 25

NQA Triennial Audit:

June 22 – 26

Paper Audit:

July 15, 9:00 – 12:00 (329)

CaER Internal Audit:

August 16

Meeting Dates:

May 6, 9:00 in 4200/329

May 20, 9:00 in 4200/329

June 3, 9:00 in 4200/329

June 17, 9:00 in 4200/329